



PROJECT CHARTER

GOAL 3: Establish seven Regional Health Collaboratives to support the integration of each patient-centered medical home (PCMH) with the broader Medical-Health Neighborhood.

Version 4.0 – DRAFT

Summary

Mercer Lead	Jennifer Feliciano
SHIP Staff	Miro Barac
Key Participants	Idaho Department of Health and Welfare (IDHW), Idaho Health Collaborative (IHC), Regional Health Collaboratives (RCs), Public Health District (PHD) SHIP Staff, Population Health Workgroup, Briljent, Idaho Medical Home Collaborative (IMHC), and Behavioral Health Integration Workgroup.
IHC Charge	Support the integration of each PCMH with the local Medical-Health Neighborhood by creating the Regional Health Collaborative infrastructure. RCs will support practices in PCMH transformation and will link the PCMHs to the Medical-Health Neighborhood to facilitate coordinated patient care through the entire provider community.

Success Measures

Success Measures	SHIP Desired Outcomes		Measurement											
1.	<ul style="list-style-type: none">Support for PCMHs.	<ul style="list-style-type: none">Cumulative (CUM) # of RCs established and providing regional quality improvement guidance and working with PHDs to integrate the Medical-Health Neighborhood. <i>Model Test Target: one RC in each of the seven health districts.</i>Numerator: Count of PHDs that have established RCs.Denominator: Count of PHDs	<table><tr><th>AY R</th><th>Q4</th></tr><tr><td>1</td><td>-</td></tr><tr><td>2</td><td>7</td></tr><tr><td>3</td><td>7</td></tr><tr><td>4</td><td>7</td></tr></table>	AY R	Q4	1	-	2	7	3	7	4	7	
AY R	Q4													
1	-													
2	7													
3	7													
4	7													

GOAL 3 PROJECT CHARTER

Success Measures	SHIP Desired Outcomes	Measurement																									
		statewide.																									
2.	<ul style="list-style-type: none">Support for PCMHs.	<ul style="list-style-type: none">CUM # of primary care practices selected for a SHIP cohort that can receive assistance through regional SHIP PHD team. <i>Model Test Target: 165.</i>Numerator: Primary care practices selected for a SHIP cohort that received communication about how to get assistance.Denominator: Count of practices that completed the application + Count of practices that achieved PCMH designation. <table><tr><th>AY R</th><th>Q4</th></tr><tr><td>1</td><td>-</td></tr><tr><td>2</td><td>55</td></tr><tr><td>3</td><td>110</td></tr><tr><td>4</td><td>165</td></tr></table>	AY R	Q4	1	-	2	55	3	110	4	165															
AY R	Q4																										
1	-																										
2	55																										
3	110																										
4	165																										
3.	<ul style="list-style-type: none">Increased coordination between PCMHs and the Medical-Health Neighborhood.	<ul style="list-style-type: none">CUM # of primary care practices selected for a SHIP cohort who have established protocols for referrals and follow-up communications with service providers in their Medical-Health Neighborhood. <i>Model Test Target: 165.</i>Numerator: Count of designated PCMHs that have signed an attestation of having established protocols.Denominator: Count of designated PCMHs. <table><tr><th>AY R</th><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr><tr><td>1</td><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>2</td><td>-</td><td>-</td><td>25</td><td>55</td></tr><tr><td>3</td><td>75</td><td>85</td><td>100</td><td>110</td></tr><tr><td>4</td><td>125</td><td>140</td><td>155</td><td>165</td></tr></table>	AY R	Q1	Q2	Q3	Q4	1	-	-	-	-	2	-	-	25	55	3	75	85	100	110	4	125	140	155	165
AY R	Q1	Q2	Q3	Q4																							
1	-	-	-	-																							
2	-	-	25	55																							
3	75	85	100	110																							
4	125	140	155	165																							
4.	<ul style="list-style-type: none">Coordinated patient care through the entire provider community.	<ul style="list-style-type: none">CUM # of patients enrolled in a designated PCMH whose health needs are coordinated across their local Medical/Health Neighborhood, as needed. <i>Model Test Target: 825,000 (50.5% of Idahoans).</i> <table><tr><th>AY R</th><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr><tr><td>1</td><td>-</td><td>-</td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td>275,000</td></tr></table>	AY R	Q1	Q2	Q3	Q4	1	-	-			2				275,000										
AY R	Q1	Q2	Q3	Q4																							
1	-	-																									
2				275,000																							

2 Statewide Healthcare Innovation Plan (SHIP) is supported by Funding Opportunity Number CMS-1G1-14-001 from the U.S. Department of Health and Human Services, Center for Medicare & Medicaid Services.

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Success Measures	SHIP Desired Outcomes	Measurement				
			3			550,000
			4	825,000	825,000	825,000

Planned Scope

Deliverable 1	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> Establish RCs. 	<ul style="list-style-type: none"> Contract with PHDs and hire staff. 	<ul style="list-style-type: none"> IDHW PHDs (led by SHIP Managers) 	<ul style="list-style-type: none"> Other RCs IDHW PHDs
Est. Timeframe	Start: 06/01/2015			End: 04/2016
Milestones	Event <ul style="list-style-type: none"> Negotiate sub-grant. Execute contract with PHDs. Hire SHIP staff (SHIP Manager, Quality Improvement/Quality Assurance (QI/QA) Specialist). Identify RC Advisory Group. Convene RC Advisory Group. Identify RC Representative to the IHC. Establish RC membership. 			Target Date <ul style="list-style-type: none"> 06/2015 07/2015 10/2015 11/05/2015 11/2015 11/2015 04/2016
Deliverable 2	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> Develop and implement RC Operational Plan and process for updating the plan. 	<ul style="list-style-type: none"> Develop plan that describes how RCs will operate and support PCMHs. 	<ul style="list-style-type: none"> RCs PHDs IDHW 	<ul style="list-style-type: none"> IHC IDHW PCMH Contractor PCMHs PHDs
Est. Timeframe	Start: 07/2015			End: 04/2016
Milestones	Event <ul style="list-style-type: none"> Define services provided by RCs. Develop RC Operational Plan. 			Target Date <ul style="list-style-type: none"> 07/2015 03/2016

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	<ul style="list-style-type: none">Implement RC Operational Plan.RCs provide regional quality improvement and Medical-Health Neighborhood integration services.IDHW develops and implements plan to monitor RCs to ensure RCs provide regional quality improvement and Medical-Health Neighborhood integration services within service level requirements.	<ul style="list-style-type: none">03/2016Date?Date?								
	<ul style="list-style-type: none">Submit status report.	<ul style="list-style-type: none">06/2016								
Deliverable 3	<table><tr><th>Result, Product, or Service</th><th>Description</th><th>Owner</th><th>Impacted Parties</th></tr><tr><td><ul style="list-style-type: none">Evaluation plan to ensure RCs provide regional quality improvement and Medical-Health Neighborhood integration services within service level requirements.</td><td><ul style="list-style-type: none">Plan for evaluating services from RCs to PCMHs.</td><td><ul style="list-style-type: none">IDHW</td><td><ul style="list-style-type: none">RCsPCMHsPHDs</td></tr></table>	Result, Product, or Service	Description	Owner	Impacted Parties	<ul style="list-style-type: none">Evaluation plan to ensure RCs provide regional quality improvement and Medical-Health Neighborhood integration services within service level requirements.	<ul style="list-style-type: none">Plan for evaluating services from RCs to PCMHs.	<ul style="list-style-type: none">IDHW	<ul style="list-style-type: none">RCsPCMHsPHDs	
Result, Product, or Service	Description	Owner	Impacted Parties							
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Est. Timeframe	Start: 11/2015	End: 04/2016								
Milestones	<table><tr><th>Event</th><th>Target Date</th></tr><tr><td><ul style="list-style-type: none">Develop plan.Review/revise plan.Finalize plan.Implement plan.</td><td><ul style="list-style-type: none">01/201603/201604/201604/2016</td></tr></table>	Event	Target Date	<ul style="list-style-type: none">Develop plan.Review/revise plan.Finalize plan.Implement plan.	<ul style="list-style-type: none">01/201603/201604/201604/2016					
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<ul style="list-style-type: none">Develop plan.Review/revise plan.Finalize plan.Implement plan.	<ul style="list-style-type: none">01/201603/201604/201604/2016									
Deliverable 4	<table><tr><th>Result, Product, or Service</th><th>Description</th><th>Owner</th><th>Impacted Parties</th></tr><tr><td><ul style="list-style-type: none">Communication from RCs to practices regarding availability of services.</td><td><ul style="list-style-type: none">Communication to let practices know what RCs can do for them.</td><td><ul style="list-style-type: none">RCs</td><td><ul style="list-style-type: none">PCMH ContractorIDHW StaffIMHCIHC</td></tr></table>	Result, Product, or Service	Description	Owner	Impacted Parties	<ul style="list-style-type: none">Communication from RCs to practices regarding availability of services.	<ul style="list-style-type: none">Communication to let practices know what RCs can do for them.	<ul style="list-style-type: none">RCs	<ul style="list-style-type: none">PCMH ContractorIDHW StaffIMHCIHC	
Result, Product, or Service	Description	Owner	Impacted Parties							
<ul style="list-style-type: none">Communication from RCs to practices regarding availability of services.	<ul style="list-style-type: none">Communication to let practices know what RCs can do for them.	<ul style="list-style-type: none">RCs	<ul style="list-style-type: none">PCMH ContractorIDHW StaffIMHCIHC							
Est. Timeframe	Start: 11/2015	End: 01/31/2019								
Milestones	<table><tr><th>Event</th><th>Target Date</th></tr><tr><td><ul style="list-style-type: none">Develop communication.Review/revise communication.Finalize communication.</td><td><ul style="list-style-type: none">12/201502/201603/2016</td></tr></table>	Event	Target Date	<ul style="list-style-type: none">Develop communication.Review/revise communication.Finalize communication.	<ul style="list-style-type: none">12/201502/201603/2016					
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	<ul style="list-style-type: none">Obtain list of designated PCMHs.Initial communication with practices.Ongoing communication with practices.		<ul style="list-style-type: none">03/201604/2016Ongoing	
Deliverable 5	Result, Product, or Service <ul style="list-style-type: none">Established Medical-Health Neighborhoods.	Description <ul style="list-style-type: none">Information sharing across Medical-Health Neighborhoods for improved care coordination.	Owner <ul style="list-style-type: none">RCsPHDsIDHW	Impacted Parties <ul style="list-style-type: none">PCMHsProviders
Est. Timeframe	Start: 7/2015			End: TBD
Milestones	Event <ul style="list-style-type: none">Define Medical-Health Neighborhood.Identify participants in the Medical-Health Neighborhood.Submit list of participants to Department Project Manager.Report to the IHC the status of establishing Medical-Health Neighborhoods.			Target Date <ul style="list-style-type: none">11/201505/201606/2016Ongoing (at least annually)
Deliverable 6	Result, Product, or Service <ul style="list-style-type: none">Sustainability Plan.	Description <ul style="list-style-type: none">[TBD]	Owner <ul style="list-style-type: none">PHDRCs	Impacted Parties <ul style="list-style-type: none">HospitalsPCMHs
Est. Timeframe	Start: MM/DD/YYYY			End: MM/DD/YYYY
Milestones	Event <ul style="list-style-type: none">Begin the process of creating a Sustainability Plan.Submit Sustainability Plan.			Target Date <ul style="list-style-type: none">06/201612/2018

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Project Risks, Assumptions, and Dependencies

Risk Identification	Event	Likelihood	Seriousness	Potential Mitigation
	1. RCs are not established in order to provide quality improvement and integration services to PCMHs in each region.	L	H	<ul style="list-style-type: none"> Ongoing monitoring by IDHW SHIP Project Manager and PHD staff to determine each RC's capacity to support PCMHs. Effective communication pathways between IHC and RCs. Clear coordination with the PCMH Contractor. Clear guidance on expectations of RCs.
	2. Clinical and broader public/social health providers do not follow established protocols for referrals and follow-up communication.	M	M	<ul style="list-style-type: none"> Participation of Medical-Health Neighborhood participants in development process of communication protocols. Clear definition of Medical-Health Neighborhood and key participants. Consistent use of definition. Effective communication process for Medical-Health Neighborhood participants to raise concerns.
	3. Misaligned timelines and duplicative efforts among Brilljent, IHDE, and Data Analytics Contractor.	M	M	<ul style="list-style-type: none"> Establish communication protocols for all contractors assisting with PCMH transformation, quality improvement, and data exchange efforts. Contractor timing should be aligned.
Assumptions	<ul style="list-style-type: none"> Implementation plan (charter) will be required for each RC. Ongoing monitoring by Department Project Manager and PHD staff to determine RC capacity to support PCMHs. RCs will set criteria for referrals and follow-up communication for Medical-Health Neighborhood participants. 			
Dependencies and Constraints	<ul style="list-style-type: none"> PHDs communicating effectively. 			

Project Reporting and Scope Changes

Changes to scope must be reflected at the Workgroup Charter level as approved by the IHC after review by SHIP team.

Version Information

Authors	Jennifer Feliciano and Aliya Kazmi	Date	12/11/2015
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Authors	Jennifer Feliciano and Aliya Kazmi	Date	12/11/2015
Reviewers	Casey Moyer	Date	12/15/2015

Final Acceptance

Name/Signature	Title	Date	Approved via Email
Cynthia York	SHIP Administrator	12/18/2015	<input checked="" type="checkbox"/>
Katie Falls	Mercer Lead	12/18/2015	<input checked="" type="checkbox"/>

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